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## **Library Trustees Minutes 02/21/2006**

Robbins Library Board of Trustees  
February 21, 2006

### Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Katharine Fennelly and Frank Murphy were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture, community member Elaine Shea and finance committee liaison Mary Margaret Franclemont.

### Director's Report

Board members reviewed the written report of the director, asking questions regarding Process Improvement Teams that staff have formed to improve customer service and about the recent disruptive/malicious behavior of some young adults.

### Finance Committee Liaison

Mary Margaret Franclemont, the library's liaison to the Finance Committee, attended the meeting to discuss the FY07 budget process. The full Finance Committee will review all budgets for approval within the next week. However, depending upon collective bargaining agreements, approved budgets may need further reductions. Ms. Loud asked Ms. Franclemont to convey to the committee that the library is quite busy, with long lines for the public at the circulation desk, many patrons still inquire about the possibility of restoring Sunday hours and others attempt to visit the library on Thursday mornings when it is closed. Ms. Franclemont recommends stressing the accomplishments that the library has made, despite budget reductions. She will keep Ms. Loud apprised of the status of the budget process.

### Author Programs

Ms. Deal reported that she has corresponded with representatives for Claire Cook, but has not had a final response. Other possibilities for speakers include Anita Diamant, Gail Caldwell or Allegra Goodman. Ms. Deal will follow up with them. Ms. Muldoon suggested David Hackett Fischer who is a winner of the Massachusetts Book Award.

### Mid-Year Review of Trustee and Administration Goals

Administration Goals/Objectives— Ms. Loud reviewed the progress on these. An exterior lighting plan is being devised with the town's Building and Maintenance Department. Public Works will work on the weed control issue. Bulbs have been planted in the patio area. The entire circulation desk area is being studied for re-design. The revised public policy manual has been read and signed off on by staff, who will review it periodically. A new account has been set up for the "speed read" collection. The revised collection development plan has been implemented. Applications will be submitted for LSTA (Library Services and Technology Act) grants to promote the online databases and train the public in their use and for curriculum related kits for the elementary schools. The Chamber of Commerce business expo will be repeated. Reinstating computer classes for the public will have to be deferred. An

instructional flyer/handout will be substituted. A Teen Advisory Group will be formed under the guidance of Susan McGonagle and Liza Halley. The children's department monthly newsletter could highlight a database in each issue and a suggestion was made to e-mail the quarterly library newsletter when possible to save postage costs. Trustee Goals/Objectives – A space consultant may be hired to evaluate space needs and recommend modifications to the internal design. Trustees would like to focus more on the objective of increasing membership in the Friends of the Library. The goal of a joint Trustee/Friends calendar will be modified to describe better coordination with the Friends of the Library. The Internet technology goal will be re-written to update outdated language.

#### Lecture Series in Memory of Margaret Spengler

Ms. Elaine Shea joined the meeting at this time. Ms. Loud, Ms. Shea and Ms. Radochia attended a recent selectmen's meeting to express the desire of the Board to create a lecture series in memory of Margaret Spengler. A committee will be formed with representatives from the library (Ms. Radochia), the selectmen, the community (Ms. Shea) and perhaps the League of Women Voters and Human Rights Commission. The committee would then meet to discuss issues of frequency, funding and execution. Perhaps the series could center on topics or themes related to Ms. Spengler's life. Fundraising for the series also needs to be addressed. Ms. Ruderman suggested the need for an endowment fund to provide seed money and then sustain the series. Ms. Radochia will oversee the formation of the committee and schedule an initial meeting. A status report will be made to the trustees at their May meeting. There will be an effort to keep this series separate from the semi-annual Trustee Author Program.

#### Fundraising

Follow-up postcards were mailed approximately three weeks ago and there has been a small response to this mailing.

#### Art Work at Fox Branch

Ms. Loud shared a proposal from the Friends of Fox for fundraising through the display and sale of local art work. A local artist has volunteered to serve as the curator and the proposal has tentative approval from Town Manager Brian Sullivan and Town Counsel John Maher. The displays would rotate on a monthly basis and a semi-permanent hanging system would be installed at minimal cost. Questions were asked regarding how this fits in with the library's existing display policy, with specific concerns about insurance coverage, scheduling issues, responsibility for ownership of the hanging system and curatorial control. Ms. Muldoon made a motion; seconded by Ms. Radochia, to seek more information on the proposal. Passed unanimously. Discussion will take place again next month.

#### Other

Based on discussions with John Maher, Ms. Ruderman believes that the composition of the Robbins Library Foundation board should be re-evaluated. More information will be sought from other library foundations. Brian Sullivan will accompany Ms. Loud on a visit to the Brookline Library to talk to the director regarding their fundraising galas. Such an event is under consideration for the Robbins Library.

#### Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Muldoon; seconded by Mr. Castiglioni. The next meeting will take place on March 14<sup>th</sup> at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

